



UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260
REV. 6-86
DAO 202-335

DELEGATED EXAMINING

Vac Ann No: **SRR-06-0126-DE**
Issue Date: **9/12/2006**
Closing Date: **9/26/2006**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Technical Information Specialist
GS-1412-9/11/12
Full Performance Level: GS-12
Salary per annum:
GS-9: \$44,856 - \$58,318
GS-11: \$54,272 - \$70,558
GS-12: \$65,048 - \$84,559
Work Schedule: Full-time
One position
Competitive Service
NTEU 243
THIS IS A LOW RISK POSITION
WHICH REQUIRES A NATIONAL
AGENCY CHECK WITH INQUIRES
(NACI)

VACANCY LOCATION

U.S. Patent and Trademark Office
Search & Information Resource Administration
Scientific and Technical Information Center
Digital Resources Division
Alexandria, Virginia

AREA OF CONSIDERATION

All U.S. Citizens
CTAP/ICTAP

This vacancy is also being announced as Vacancy Ann. No. SRR-06-0127-MP under Merit Promotion procedures. Note: Applicants must apply separately for each announcement to be considered under both vacancy announcements.

DUTIES: This position is located in the Digital Resources Division of the Scientific and Technical Information Center. The incumbent serves as a specialist on STIC library automation tools such as the STIC Integrated Library System, Horizon, Microsoft Access and WEB databases, and link resolvers. The incumbent's responsibilities include changes to technological access to non-patent literature, and to participate in the technical management of electronic resources, bibliographic database management for quality review and control. Works on developing solutions to technical development, management and preservation of electronic resources. The incumbent reports to the Chief of the Division, but serves as an assistant to the STIC System Librarian.

SUMMARY OF QUALIFICATION REQUIREMENTS:**EXPERIENCE:**

Applicants must have had one year of experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

OR

Education:

GS-9: Applicants must possess 2 full years of progressively higher level graduate education *or* master's or equivalent degree,

e.g., LL.B or J.D., related to the position.

GS-11: Applicants must possess 3 full years of progressively higher level graduate education *or* doctoral degree (Ph.D., M.D., or equivalent) related to the position



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EVALUATION OF QUALIFIED CANDIDATES:

Will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of library science principles, concepts and methodologies, covering the full spectrum of traditional technical services functions, standard library practices, AACR2, MARC, Z39.50, DOIs, to perform cataloging, acquisition, referencing and data maintenance quality control, and collection maintenance of acquired information in paper and electronic form.
2. Knowledge and understanding of the design and implementation of automated systems for libraries, client server systems, Microsoft Access, HTML, and web design in general in order to locate available resources and verify bibliographic information.
3. Knowledge of the scientific and technical literature in Library collections and the tools for access, sufficient to assist customers in its use or answer questions about holdings, resolve discrepancies in the online catalog.
4. Ability to communicate effectively on the telephone, in writing (electronic or on paper), and in person with management or other staff, vendors, and the public in providing information, guidance, procedures, and instructions.

SELECTIVE FACTOR: Candidate must possess the following for consideration: Not Applicable

Conditions of Employment:

If you are selected for this position you will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment, authorize a background investigation, and certify the accuracy of all the information in your application (or resume).

A background security investigation will be required for all new appointments. Your continued employment will be subject to your successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Veterans Preference:

Eligible veterans claiming 5-Point Preference must submit a copy of their DD-214 (which states type of discharge); all 10-Point Preference eligibles must submit a completed Standard Form 15 (Application for 10-Point Veteran Preference), a DD-214 (which states type of discharge), and supporting documents required (see the reverse side of the SF-15, items B and C) in order to receive veterans' preference.

Selective Service:

If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

PAY, BENEFITS, AND WORK SCHEDULE:

Selectee will be eligible for health and life insurance, annual leave (vacation), sick leave and will be covered under the Federal Employees Retirement System (FERS) or Civil Service Retirement System (CSRS), and the Thrift Savings Plan.

All Federal employees are required by Public Law 104-134 to have Federal payments made by Direct Deposit.

Your pay grade and step will be set in accordance with Federal pay regulations.

HOW TO APPLY - SUBMIT THE FOLLOWING:

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 or resume.
2. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
3. College transcript or List of College Courses and Certificate of Scholastic Achievement. Status candidates may submit a copy of SF-50, Notification of Personnel Action, showing current or past classification.

FOR SPECIFIC INFORMATION CALL: Sybil Rodriguez (571) 272-2813 TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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MAILING ADDRESS :

US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON :

US Patent and Trademark Office
Office of Human Resources
Elizabeth Townhouse
Customer Service Center, 1a79
550 Elizabeth Lane
Alexandria, VA 22314

GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
12. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
13. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
14. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
15. Relocation expenses will not be covered.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.



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VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.